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Department of Arts and Culture

13 JULY 2021

TERMS OF REFERENCE

Bid No: SAHRA/COM/02/07/2021

REQUEST FOR QUOTATIONS FOR THE SERVICES OF A SUITABLY QUALIFIED SERVICE PROVIDER FOR THE FILMING, PRODUCTION, NARRATION AND COMPILING OF VIDEOS FOR THE DUBAI 2021 EXPO.

1. PURPOSE

- 1.1 The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified service providers to submit quotations for the filming, production, narration and compiling of videos for the Dubai 2021 EXPO.
- 1.2 **NB:** SAHRA and other entities will compile archival footage to accompany filmed footage for the productions.

2. BACKGROUND

- 2.1 The South African pavilion at the Dubai 2021 EXPO is being organised by the Department of Trade and Industry (DTI) with the Heritage Month (October) being organised by the Department of Sports Art and Culture (DSAC). The South African Heritage Resources Agency (SAHRA) are project managing a team from various entities to compile a series of video content to be displayed for cultural heritage week at the South African pavilion from the 12th until the 17th of October 2021.
- 2.2 It is on this background that a service provider with a filming background is invited to submit quotation for the for the filming, production, narration and compiling of videos for the Dubai 2021 EXPO.

3. SCOPE OF THE SERVICE REQUIRED

3.1 The following is required from the potential service provider

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- a) Create around 30 video's and up to 10 extra edits where necessary.
- b) Video length to be 5 minutes long on average for each video.
- c) Drone footage required for establishing shots on 10 locations.
- d) More detailed and prolonged video edits required for specific topics not more than 10.
- e) Filming required at the following sites and locations across the country:



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WESTERN CAPE

- a) Robben Island
- b) Fossil Park
- c) Blombos
- d) Sao Jose – and objects
- e) Castle of Goodhope
- f) Bo-kaap Museum
- g) South African Astronomical Observatory

GAUTENG

- a) Constitution Hill
- b) Walter Sisulu Square
- c) Freedom Park
- d) Cradle of Humankind – Sterkfontein
- e) WITS University
- f) University of Pretoria - Mapungubwe Collection
- g) Magaliesberg

LIMPOPO

- a) Mapungubwe Site
- b) Shroda
- c) Pont Drift

MPUMULANGA

- a) Thula mela
- b) Cave of Hearths

KWAZULU-NATAL

- a) Drakensberg
- b) Border Cave

NORTHERN CAPE

- a) Wonderwerk Cave
- b) Kimberly Rock Engraving Sites

3.2 Compile archival and filmed footage to fit provided film overviews.

3.3 Create scripts for narrative for each video based on the overviews provided.

3.4 Record voice over narration for each video.



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- 3.5 Finalise production for each video such that it is ready to be supplied to the SA pavilion in Dubai;
- 3.6 Subtitling for one additional language.
- 3.7 Live streaming team required for 2 weeks in Dubai.**

Part of the requirements are for the service provider to accompany the South African Heritage Task Team to Dubai to set up structures and execute production for live streaming to our dedicated YouTube channel.

Requirements for live streaming:

- a) Assist in developing the programme for live streaming.
- b) Make sure all technical applications and infrastructures are up and running.
- c) Team of 4 persons to execute the streaming programme
- d) Quotation to include 2 week stay in Dubai including all travel arrangements (Exact dates to be finalised)

NB: Please note that SAHRA prefers communicating electronically via the e-mail. We also make use of Wettransfer for large documents and artwork if required. We expect tracked changes to be sent through using these channels.

Date: All video content to be finalised and supplied to SAHRA by no later than 15 September 2021

Technical Specifications

- a) Original footage to be acquired in 4K
- b) Visuals to be National Geographic look and feel.**
- c) Cinematic large format look is essential.
- d) Acquisition to be done with one of the following 4k cameras:
 - Sony Venice
 - ARRI LF
 - ARRI mini LF
 - RED 4k
- e) 25% of final footage to produced in 4K
- f) Balance of footage to be produced in 1920-1080 HD
- g) Delivery of footage on 2 Hard Drives which are duplicates
- h) provider to facilitate backup material of all material



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Detail oriented: Make sure that material is executed to an international standard, and that all changes proposed by SAHRA must be incorporated and stands as final. The material should also match the style of the SA pavilion theme for the Dubai 2021 Expo.

Good judgment:

- a) Have in-house portfolio of work relating to scripting and narrating voice overs, and/or proof of relationship/contract with external consulting agencies.
- b) Have seamless co-ordination between service provider and SAHRA and broader task-team.
- c) Be available to effect ongoing edits and changes, until the job is complete to the satisfaction of SAHRA;
- d) Undertake editing, alignment and production according to the given brief;
- e) Undertake proof-reading and quality control by the editor of the content before final output and adhere to deadlines as provided by SAHRA.

4. TERMS AND CONDITIONS

- a) All costs and expenses incurred by the potential service providers relating to their project proposal will be borne by the each respective service provider. SAHRA is not liable to pay such costs and expenses or to reimburse or compensate service providers in the process under any circumstances, including the rejection of any proposal or the cancellation of this project.
- b) SAHRA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its proposal.
- c) SAHRA may require responsive bidders to present and discuss their proposals in person.
- d) SAHRA reserves the right not to make any appointment from the proposals submitted.
- e) Bidders shall not issue any press release or other public announcement pertaining to details of their project proposal without the prior written approval of SAHRA.
- f) Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. It is important that bidders declare their conflict of interest through completion of relevant attached forms.
- g) SAHRA reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise.
- h) Any and all project proposals shall become the property of SAHRA and shall not be returned.
- i) The bid offers and proposals should be valid and open for acceptance by SAHRA for a period of 120 days from the date of submission.



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- j) Bidders are advised that submission of a proposal gives rise to no contractual obligations on the part of SAHRA.
- k) SAHRA reserves the right not to award the bid to the bidder that scores the highest points.
- l) Disputes that may arise between SAHRA and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- m) In addition to adherence to the specific terms and conditions of proposals, provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract attached hereto, an original signed copy of which must be submitted together with all other bid documentation.
- n) All returnable bid documents must be completed in full and submitted together with the bidder's proposal. Should the returnable documents not be completed, the bid will not be considered any further.
- o) The successful bidder will be subject to supplier clearance process as prescribed by the National Treasury. This process includes, verification of supplier and its shareholders/directors/members' status on the list of defaulters and restricted suppliers.
- p) The proposal must include a company profile/ organization profile, comprising a description of the organization of the bidder, its primary business activity, clients experience, management etc, including at least three references for companies, to whom the service provider has supplied the same service.
- q) After the successful service provider has received the purchase order, they must be able to deliver in full compliance with South African approved standards and in compliance to the specifications provided.

5. RETURNABLE DOCUMENTS

- a. SBD 1 Invitation to BID
- b. SBD 2 Tax Clearance Requirements
- c. SBD 3 Pricing Schedule
- d. SBD 4 Declaration of Interests form.
- e. SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document).
- f. SBD 7.2 Contract Form (Rendering Services).
- g. General Conditions of Contract
- h. SBD 8 Declaration of Bidder's Past Supply Chain Management Practices.
- i. SBD 9 Certificate of Independent Bid Determination.

NB: Failure to submit completed returnable forms as mentioned above may disqualify your quotation.



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6. ANTICIPATED TIME SCHEDULE AND PROCESS

Request for Quotations Issued	Website	14 July 2021
Closing Date	Proposals submitted to SAHRA	05 August 2021

7. EVALUATION CRITERIA

a) All proposal offers received shall be evaluated based on the following phase out approach:

- **Phase one:** Compliance to the terms of reference and conditions of the tender. Failure to meet any of the conditions of the tender will automatically disqualify your tender on this phase.
- **Phase two:**

No	Criteria	Points Allocated
1.	<p>Number of filmed footage successfully produced working with a script writer:</p> <p>5 or more projects = 5 points 4 projects = 4 points 3 projects = 3 points 2 projects = 2 points 1 project = 1 point No projects = 0 point</p> <p>Include details of projects and written references with contactable details.</p>	50
2.	<p>Number of years of experience in filming, production, narration and compiling of videos:</p> <p>10 or more years = 5 points 8 to 9 years = 4 points 5 to 7 years = 3 points 2 to 4 years = 2 points 1 to 2 years = 1 point No experience = 0 point</p>	30



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No	Criteria	Points Allocated
	Provide company profile depicting number of years in filming, production, narration and compiling of videos	
3	<p>Total Project Implementation Plan based on scope of work including phased approach and time-frames</p> <ul style="list-style-type: none"> • Excellent (Exceeds the requirement) = 5 points • Good (Satisfies the requirement with minor additional benefits) = 4 points • Acceptable (Satisfies the requirement) = 3 points • Minor Reservations (Satisfies the requirement with minor reservations) = 2 points • Serious Reservations (Satisfies the requirement with major reservations) = 1 point • Unacceptable (Does not meet the requirement) = 0 point <p>Include Project Implementation Plan</p>	20
	Total:	100

- **Phase three:** preference points for Broad-Based Black Economic Empowerment (BBBEE) Status Level of Contribution (80/20 preference points system), where 80 points are allocated to price, and 20 points are allocated to BBBEE status level as follows.

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2



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B-BBEE Status Level of Contributor	Number of points (80/20 system)
Non-compliant contributor	0

8. Price (Vat included)

80 Points for price will be awarded with reference to the total fixed proposal amount inclusive of VAT. The service provider with the lowest price shall score the maximum 80 points.

9. SUBMISSION OF TENDERS

Bids must be submitted in a sealed envelope, marked as confidential and for the attention of **Supply Chain Management - Bid No: SAHRA/COM/02/07/2021**
Project Name: Filmed Footage for the Dubai 2021 Expo

**BIDS must be placed in the Tender Box located at:
SAHRA's Head Office
111 Harrington Street,
Cape Town**

SAHRA takes no responsibility for mailed tender documents. It is the onus of the service provider to ensure that the document is placed in the Tender Box before closing date and time.

10. CLOSING DATE AND TIME

CLOSING DATE: 05 AUGUST 2021 AT 11H00 – NO LATE TENDERS WILL BE ACCEPTED.

11. For Supply Chain/technical related enquiries, please contact:

Ms Ayanda Mkhize
Supply Chain Management
South African Heritage Resources Agency
111 Harrington Street
Cape Town
8000
Tel: 021 462 4502
Email: amkhize@sahra.org.za